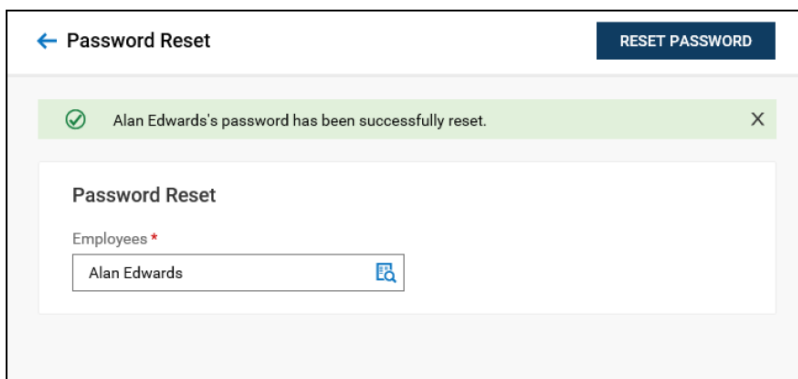# Reset an Employee Password

Navigation: Team tab > HR > Employee Maintenance > Password Reset

1. In the Employees field, click the **View List of Employees** icon.
2. In the Browse and Select Employees dialog box, click the check box beside the desired employee(s), then click **Apply.**
3. Click **Reset Password**. Default password is Time123#1. Employee will be required to choose a new password at next login.

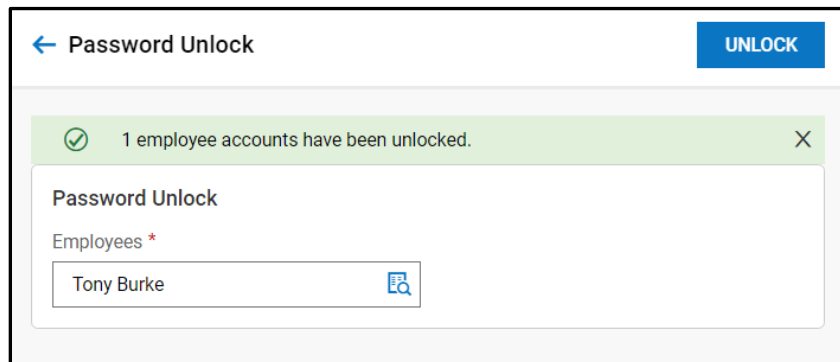NOTE: Password must be 8 characters and contain upper case, lower case, number, symbol

Unlock an Employee Account

Navigation: Team tab > HR > Employee Maintenance > Password Unlock

1. In the Employees field, click the **View List of Employees** icon.
2. In the Browse and Select Employees dialog box, click the check box beside the desired employee(s), then click **Apply.**
3. Click **Unlock**